Text

Description automatically generated with low confidence ****

Community Grants for Sustainability, March 2023

[Surrey Climate Commission](https://www.surreyclimate.org.uk/) is an independent body playing a key role in supporting and guiding the transition of the county of Surrey towards a carbon neutral future. Surrey Climate Commission works closely with the Greener Futures team at Surrey County Council to support community engagement activities that promote and encourage environmental behaviours.

Announcement of grants to help communities take action on sustainability and climate change

We are pleased to announce a small grant scheme that aims to help local Surrey communities develop and grow their sustainability and climate change activities. A total grant fund of £17,000 has been provided by Surrey County Council, offering grants from £100 to £2,000 per community application.

The deadline to apply is **4 pm on Friday 17th March 2023**, and the spending should be committed by 31st March 2023. This is unfortunately a short timescale but it is positive that we have been able to access funds from the current financial year.

**Aim of the grants:**

To enable local Surrey community organisations and groups to take action for sustainability and climate change, in line with the priorities within [Surrey’s Greener Futures Strategy](https://www.surreycc.gov.uk/community/climate-change/what-are-we-doing/climate-change-strategy/2020).

**Grant criteria:**

* All applications must support **local action on environmental sustainability** such as reducing carbon emissions (supporting the drive towards net zero), reducing waste, encouraging sustainable forms of travel, supporting local greening and biodiversity, growing the local circular economy etc. See the Surrey County Council Greener Futures Strategy for priority areas.
* Applications will only be accepted from **local community groups**, including: parent teacher associations (PTAs), voluntary groups, community interest companies, local branches of charities etc. See Appendix 1 – Who can apply, for more information. Community groups must be able to access a community organisation bank account in order to receive and manage the funds. No funds will be granted to individuals, or to individual bank accounts.
* The funds may be used to cover the cost of the following. Please see Appendix 2 – Financial information, for more details.
  + physical assets such as recycling bins, cycle racks, IT equipment to support the community group, etc,
  + promotional material such as leaflets, posters, displays etc,
  + operating costs such room hire for events, membership fees, software licences etc.
* Those community organisations who can themselves contribute to the project, for example with cash donations or volunteer time, will be viewed more favourably.
* All funds must be committed (see Appendix 2) to be spent in line with the project described in the application, by 31 March 2023. Any variations to spend need to be agreed in writing with Surrey Climate Commission beforehand.
* All funded projects must provide a max 2-page report at the end, detailing: what they have done, what the funds were spent on, how the project has supported environmental sustainability and how it has benefitted the community.
* Any underspend must be declared and will need to be repaid to Surrey Climate Commission.

**Application process:**

All applications must be submitted to Surrey Climate Commission by **4pm on Friday 17th March 2023**. Please see the application questions in Appendix 3. The applications will be considered by a panel comprising Surrey Climate Commission and Surrey County Council staff, with successful applications informed by circa Wednesday 22nd March 2023. Applications should be no more than two A4 pages, and should answer all the questions provided in Appendix 3. The panels’ decision is final.

**Appendix 1 – Who can apply**

**You are eligible to apply for the Community Grants for Sustainability if you are, or are part of, a:**

* Voluntary or community organisation
* Registered charity
* Constituted group or club
* Community interest company (CIC)
* Social enterprise
* Statutory body (including, town, parish and community council)
* Community benefit society

**We cannot accept applications from:**

* individuals
* sole traders
* schools, colleges, universities (however, voluntary groups associated with education providers may apply if they fit the criteria above)
* organisations that can pay profits to directors, shareholders or members (including Companies Limited by Shares). We cannot fund these organisations directly but they can support your project
* organisations based outside the UK

We cannot accept multiple applications from the same group or organisation.

**Appendix 2 - Financial information**

This total grant fund is £17,000, and grants are available from £100 to £2000 per application. The funds must be committed by the successful community / voluntary groups by 31st March 2023. ‘Committed’ in this instance means that you have received a quote / cost for what you will spend the funds on, and you have made an order or accepted the quote. All purchases and payments must be completed quickly.

You will need to provide a short report to Surrey Climate Commission at the end of the project, which must include a breakdown of what you have spent the funds on. In the instance of something not going ahead as planned, you will need to report this to Surrey Climate Commission as soon as possible and return any underspend.

**You can spend the funding on:**

* Physical assets, such as recycling bins, cycle racks, air quality monitoring kits etc
* IT equipment to support the community sustainability activity
* engagement activities
* promotional material such as leaflets, posters, displays etc
* event costs, such as room hire and expenses
* running costs, such as membership fees, software licences etc
* general project costs
* learning and evaluation

**We cannot fund:**

* staff or volunteer costs
* political activities that promote a particular political party, political belief or any targeted action to influence elections
* alcohol
* items which will only benefit an individual or family, rather than the wider community
* contingency costs, loans, endowments or interest
* religious activities (although we can fund religious organisations if their project benefits the wider community and does not include religious content)
* profit-making or fundraising activities
* VAT you can reclaim
* statutory activities
* projects that take place outside of the UK.

**Appendix 3 – Application questions:**

Please answer all the questions in your application

1. Lead applicant’s name, role and email address
2. Name of the community or voluntary group you represent
3. What type of organisation it is
4. Registered address and / or link to web information
5. Bank account name, number and sort code for the community organisation receiving the funds
6. Brief description about your project (max 300 words)
7. Describe how the project is focussed on sustainability
8. Describe how the project will support local community action
9. Briefly describe where the project will take place
10. Briefly describe how you will monitor the impact of your activity
11. Amount of funding requested (£)
12. How will it be spent - Breakdown of budget, listing key purchased items (£)
13. What, if any, contribution do you have for this project (e.g. volunteer time or financial donations)?
14. Describe whether the project could continue in future, e.g. through local fund-raising / volunteers etc.
15. Have you checked whether you need any specific permissions or legal advice to progress with your project? (Please briefly describe)

Further advice on eligibility and how to apply can be obtained from the contacts below:

Jacquetta Fewster and Cat Reeby, Surrey Climate Commission, [info@surreyclimate.org.uk](mailto:info@surreyclimate.org.uk)